

September 20th, 2001

Issue 12 of the EPSQ Electronic News service

Please pass this information along to a colleague.

The Defense Security Service mourns the loss of the innocent victims of Tuesday morning's devastating attacks. Our hearts and prayers go out to the families and friends of those lost in this terrible tragedy.

CURRENT NEWS

*****NEW** - EPSQ Software Download Site Change - **NEW**

EPSQ Software can now be downloaded directly from the DSS Web site at <https://sclient.dss.mil/download/>. The current EPSQ Software download site at <https://www.btg.com/epsq/> will be shut down on or about October 1, 2001. If you have the BTG site bookmarked you may wish to change that bookmark now.

*****IMPORTANT** - Signed Releases to DSS

Signed releases are an extremely important part of every investigative request sent to DSS. Signed releases are an integral part of providing a quality, timely investigation. DSS recently posted some guidance on this subject at <http://www.dss.mil/epsq/>. There you will also find blank copies of the print version for each release available for download and printing. These include the SF86 and SF85P Authorization for Release of Information and Authorization for Release of Medical Information.

*****Investigative Request Cancellation System**

This System was implemented on May 21st, 2001. The link for this new system can be found on our web site at <http://www.dss.mil/epsq/>.

This system should be used to cancel investigative requests sent to the Defense Security Service (DSS) ONLY. THIS SYSTEM SHOULD NOT BE USED FOR ANY PURPOSE OTHER THAN TO REQUEST CANCELLATION OF AN INVESTIGATIVE REQUEST. The system is intended for use by DOD, Non-DOD, Military & Civilian Security Officers to include those located at Central Adjudicative Facilities (CAF) and Liaison Offices.

Users will be asked to verify that the Personnel Security Investigation being canceled is no longer required for the Subject of the Request. This includes any requirement for duty in the Reserves, National Guard, or other follow-on Department of Defense (DOD) position.

This system should NOT be used by Contractor/Industrial requesters.

Contractor/Industrial requesters should continue to use the EPSQ DISCO 562 to cancel investigative requests.

DSS field personnel should NOT use this system to cancel investigative requests. Please continue to use the procedures outlined in the DISM 20-1 to cancel investigative requests.

NOTEWORTHY

******* In case you didn't already know.... EPSQ Version 2.2 was released on Monday, April 30th. Please visit <http://www.dss.mil/epsq/> to download this latest version.

***** The new mailing address for customers who send EPSQ data to DSS via diskette is:

EPSQ Diskette Processing
Defense Security Service
601 10TH STREET SUITE 115
FORT GEORGE G MEADE MD 20755-5134

***** Check out our Enews Archives at <http://www.dss.mil/enews/archive/archive.htm>

TIPS OF THE DAY

- Industrial/Contractor customers submitting investigative requests to DSS for processing can ensure that their requests are sent down the correct path within CCMS by correctly completing the Security Information portion (DD1879 or NAC Security Information Sheet) of the EPSQ.

For all EPSQ submissions received via the NAC Security Information Sheet the determining factor for going down the Industrial path is the Requester selected in Module 1. DISCO should be selected for Industrial requests.

For EPSQ submissions received via the DD1879 the determining factor for going down the industrial path is slightly different. If the submission was created using any version prior to 2.2 the determining factor is line 1 of the TO: address in Module 1. This should be DISCO or DIS Operations Center/Columbus. Any variance to either of these will cause the submission to go down the non-industrial path. If the submission was created using version 2.2 the determining factor is the Requester selected during the Certification process. DISCO should be selected for Industrial requests.

- Army and Coast Guard customers submitting requests for Entrance National Agency Checks (ENTNAC) via EPSQ to DSS for processing can ensure that their submissions are processed by correctly completing the NAC Security Information

Sheet as follows:

Module 1 - Requester - Users should select Army or Coast Guard

Module 2 - Type of Investigation - Users should select ENTNAC

Module 6 - Reason for Request - Users should select Enlistment

Any variation from this may cause the submission to be filtered (not processed).

If users are unsure as to whether their submission(s) passed the filter they should check the EPSQ Receipt System at <http://www.dss.mil/epsq/>.

- **P**lease be sure to visit our web site at <http://www.dss.mil/epsq/>. Some of the resources you will find there include: EPSQ Software, Important News & Notes, Worksheets (SF86, SF85P, SF85PS), LOC & Receipt System, FAQs, Documentation, and On-Line User Guides.

Thank You.

EPSQ Project Office
DSS